

ENGINEERING AIDE II

DEFINITION

Under direction, is responsible for performing field surveys, field investigations and/or other subprofessional engineering tasks; performs related duties as required.

EXAMPLES OF WORK (Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

Reads maps, blueprints or plans;

Operates survey equipment such as levels, transits, measuring devices and electronic survey equipment; conducts and reviews surveys of property;

Marks measuring points with marking crayon, paint sticks, scratches, tacks or stakes; lays out lines and grades for construction projects;

Conducts field investigations to resolve problems that occur during construction;

Operates gas or metal detectors;

Assists a field engineer in construction inspection activities, material testing, maintenance of records and minor engineering office procedures;

May train and give instructions to subordinate personnel or co-workers;

Reviews data collected or prepared by subordinate personnel in the field for accuracy and consistency;

May serve as the project or team leader over a small crew of personnel engaged in subprofessional engineering work;

Confers with builders, contractors or property owners regarding surveys and inspections;

Operates various drafting tools such as a digitizing table or a scale (engineer's ruler);

May enter confined spaces utilizing proper safety equipment and procedures;

Conducts field observations and prepares diagrams, charts and geometric plans.

MINIMUM QUALIFICATIONS

Two (2) years as an Engineering Aide I with the City of Columbus or equivalent experience.

Substitution(s): College level course work which included drafting, mechanical drawing and mathematics may be substituted for two (2) years of the required experience on a year-for-year basis (30 semester/45 quarter credit hours equals one (1) year).

Possession of a valid motor vehicle operator's license.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of safety policies and procedures; general knowledge of drafting and mechanical drawing; general knowledge of geometry; ability to transfer detailed drawings onto a computer network; ability to make field surveys; ability to make accurate computations and concise, neat field notes; ability to train and supervise others; ability to maintain records including reports, maps or drawings; ability to prepare reports; ability to develop and maintain effective working relationships with others; ability to understand oral and written instructions; ability to write and speak effectively.

Probationary Period:	365 Days
Examination:	Competitive
Class Code:	1007
Job Family:	Applied Science
EEO Job Category:	Paraprofessional
Bargaining Unit:	AFSCME
Salary Range:	21-21
Class established:	08-08-65
Current spec:	09-27-99
Commission action taken:	Revise Merge/Retitle (Civil Engineering Aide II and Traffic Engineering Aide II)
Last reviewed:	09-27-99